



DEPARTMENT OF PERSONNEL

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MEMO PERD #06/04

February 2, 2004

TO: Department Directors
Division Administrators

FROM: Jeanne Greene, Director
Department of Personnel

SUBJECT: WORKFORCE PLANNING

In August 2003, a Workforce Planning Taskforce was established to address future gaps in the State's overall workforce due to an unusually high rate of projected retirements based on the average age of the State's workforce and eligibility for retirement.

Members of the committee are in the process of developing a number of workforce planning assessment tools as well as training and policy initiatives. They will also be providing consultation to agencies that require guidance in addressing unique workforce planning issues.

The committee is requesting each State agency designate an individual who will coordinate the workforce planning initiatives for their respective agency. Your assistance in recommending an individual who could serve in this capacity would be greatly appreciated. Please provide the name of your designee to Connie Buda, cbuda@dop.nv.gov or 684-0119, by February 20, 2004.

Thank you for all your assistance and support. If you have any questions please contact me at 684-0131.

JG:cp

cc: Brenda Harvey, Personnel Analyst, Department of Personnel
Connie Buda, Administrative Assistant, Department of Personnel
Agency Personnel Liaisons
Agency Personnel Representatives